

FOREIGN CURRENCY EXCHANGE



Foreign Currency Exchange

4. Select the next country code and complete the prompts for each type of currency that is exchanged at the hotel.
5. Press [Save] when done.

Note: When entering a lot of different countries, it is good to save often.

Currency Exchange

This screen is used to exchange foreign currency to local currency. If an exchange is completed, the amount collected in foreign currency is recorded on the Cashier Cashout Report. This is also a good screen to use to test your setup in the Currency Exchange screen

1. From the Main Menu, select Cashier Menu
2. Select Currency Exchange Calc/Display
3. Type the amount of money received in the foreign currency. For example, if 200 British pounds are received, type 200.
4. At country code, type the code for the unit of money received or [List Values] for options. For British pounds, select GB for Great Britain.
5. This calculates what to give the guest in US dollars.
6. If the guest does not want to complete the transaction press [Clear]. If [Save] is pressed by mistake, there is no way to undo the transaction.
7. At the prompt "Did you complete the exchange?" Type "Y" only if the exchange was completed

Year 2000 US Hotel CURRENCY EXCHANGE SCREEN Date: 20-JAN-2000 FRI
Blanca Quintanilla Time: 06:25 AM

Foreign Currency	200.00	
Local Currency	300.00	* Converted from foreign currency
Country	UK UK	Pounds Sterling
Rates as of	01-28-2000:	1.500000
Did you complete the exchange?	Y	

Do you wish to print a receipt? (Y/N) |

8. Type "Y" to print a receipt.

Currency Exchange From Checkout Screen

1. From the Main Menu, select Cashier Menu
2. Select Checkout Screen
3. Type in the guest's room number or use [Enter Query] to search for them.
4. Press [Enter] twice to get to the settlement type field.
5. Select 'cash' as the payment type.
6. At the "ctry" field, select the country code to do the exchange on or use [List Values].
7. At the "foreign amt recd" field, type the amount of the foreign currency received.

Foreign Currency Exchange

- At the "foreign amt appl" field, type the amount of the foreign currency to apply to guest. Use [Exit] to convert the dollars
- Press [Save] to apply the currency conversations. If [Save] is pressed by mistake, there is no way to undo the transaction. Press [Clear] if the exchange was not completed.

Sheraton Cavalier		CHECKOUT		Date: 16-MAR-2000 THU	
Geac Customer Support				Time: 04:04 PM	
Hotel	739	Sheraton Cavalier	Arrive Date	03-16-2000	15:56
Room	440		Depart Date	03-17-2000	
Guest Name		Tremblay, Cam	A/R		Voucher
Group			Cr Avail		102.60
Company		SAHO	A Balance		
Guest Status	REG	Registered Guest	Othr Balance		0.00
Posting Status	P	Posting allowed	Balance		
Settlement Type	VI	Card Nbr	4510603078837024		
Gen Comments					
Fast Checkout <input type="checkbox"/> Departing from Room 440 <input type="checkbox"/>					
Type	Description	(adding)	Card Number	Exp	Cardholder Name
CA	Cash				
Ctry	Foreign Amt Owed	Foreign Amt Recd	Foreign Amt Appl	Foreign Change	
CN	0.00	500.00	125.00	375.00	